PARK FACILITY RESERVATION FORM AND BEER PERMIT

(Important reservation information I	1701S. Reservations for a storic and 100 sum - 4:00 p.or. Monday - Friday	
Menasha Parks & Recreation Department  140 Main Street  Menasha, WI 54952-3190  Group Name or Sponsor of Event:	Group Size: 3,000 Fees  Yes (City of Menasha, Neenah, Appleton & Tow  (Fill out permit below - see #5, pag  will need more than a Beer Permit,  ournaments, public events, rides, etc.  Yes (Carnival Permit requ  Yes (See #12, page 3) Description	Monday - Friday and Floor, City Hall  t: September 19, ephone: 920-236-80 none: (see attached page) on of Menasha residents only) ge 3) see #6, page 3) - see #4, page 3) ired, contact City Clerk) ribe: Live must
Parks & Recreation Board approval needed?NoX  Building Keys Needed?NoX Yes (usually for kitchen)		
Fa	acility Il that apply)	nual barusido es reum resos ejenty definad qu
Jefferson  Pavilion Kitchen West Shelter East Si  Picnic Area # Diamond(s)		Pool
Smith  Pavilion Kitchen Wedding/Garden  FOX TRUE DIRECTION IN A WORLD OF POSSIBILITIES	(100 benches available)	Memorial Building (pre-wedding ceremony only) Start Time: End Time:
PREMIER www.GoFoxPremier.com MEETINGS AND INCENTIVES	lovis helter Diamond/Field	Littur Schollen 2000 et Jon
LAURIE DEVILLERS Manager, Program Operations	leasants iamond/Field	Curtis Reed Square
2150 S. Washburn Street Oshkosh, WI 54904  A Division of Fox World Travel	hepard  Diamond/Field	

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	en of Layer					

OFFICE USE ONLY Facility Fee: \$ \_\_ User Fee: \$\_\_\_\_\_ Area Fee:

Beer Permit: \$ \_\_\_\_ Total:

Receipt # Permit #



January 8, 2009

Ms. Kristy Hein Menasha Parks & Recreation Department 140 Main Street Menasha, WI 54952-3190

Dear Kristy,

Thanks so much for taking time to speak with me about the arrangements for the 2009 ThedaCare Hoedown at Jefferson Park on September.

I have enclosed the Park Facility Reservation Form and Beer Permit (completed to the best of my ability). Please feel free to contact me if you need any additional information at this time.

The schedule should be the same as last year: Set up on September 17 and 18 All-day event on September 19 Tear down and cleanup on September 20

I will be your primary contact for this year. You can reach me by phone at 920-236-8030 or by e-mail at <a href="mailto:ldevillers@gofox.com">ldevillers@gofox.com</a>.

I appreciate your help, and I very much look forward to working with you!

Thanks and best regards,

Laurie DeVillers
Fox Premier Meetings and Incentives

## Kristi Heim

From: Kristi Heim

**Sent:** Monday, January 12, 2009 9:01 AM

To: Laurie DeVillers

Subject: Theda Care Form

## Hi Laurie.

I have received the Park Reservation form and have placed a hold on the dates listed on the form. There is another form attached as there is a second page that was not attached. It contains the Hold Harmless Agreement and Beer Permit (For Consumption Only). If you could fill out those two areas and either mail it to me or fax (967-5272) it to me I will put it with your current form. Please contact me with any questions you may have on the attached form. I will let Brian know you have submitted your preliminary paperwork. You will need to contact him to set up any planning meetings (btungate@ci.menasha.wi.us or direct at 967-3641).

Please be aware that there may be other forms you will need to fill out with our City Clerk (refer to page 3 of the attached form).

Thanks and have a great week!

Kristi Heim
City of Menasha
Community Development Department - 967-3650
Parks and Recreation Department - 967-3640
kheim@ci.menasha.wi.us
www.cityofmenasha-wi.gov

\*\*\*\*\*\*As a local governmental entity, the City of Menasha is subject to Wisconsin statutes relating to open records. Any e-mail received by anyone at the City of Menasha, as well as any e-mail sent by someone from the City of Menasha are subject to these laws. Unless otherwise exempted from the Open Records law, senders and receivers of City e-mail should presume that any e-mail is subject to release upon request.\*\*\*\*\*\*